

# NVIVO for Mac

## GETTING STARTED

This guide will get you up and running with NVivo. It provides steps for installing the software and starting a new project, and gives an introduction to the NVivo work area and features.

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## Introducing NVivo for Mac

This release of NVivo for Mac enables you to collect, organize, and analyze content from interviews, focus groups, web pages, observations, and literature.

### Understand the features that are available

If you're familiar with NVivo for Windows, you'll notice that NVivo for Mac doesn't contain all the same features available in NVivo for Windows—more features will be added over time. In this version of NVivo for Mac you can do the following:

- **Work with documents and memos** (doc, docx, rtf, txt or odt) You can create or import documents and memos, code the content and apply basic formatting.
- **Work with PDFs** You can import PDFs and code the text content.
- **Work with datasets** You can import spreadsheet files as datasets. You can code the content manually or you can use auto coding to speed up the coding process.
- **Work with web content** You can use NCapture to gather material from the web and then import it into your project as a PDF source.
- **Work with audio and video materials** You can import audio and video materials and code the media. You can transcribe directly in NVivo or you can import transcripts into your audio or video sources. Refer to NVivo Help for information about supported media formats.
- **Create nodes** You can create new nodes in List View and organize them into hierarchies. You can also turn on node aggregation to gather all coding references from child nodes at the parent node.
- **Coding** You can code to new or existing nodes. You can select content and then code it using commands on the ribbon, shortcut menus or use keyboard shortcuts. You can also use drag and drop coding or 'in vivo' coding (make new nodes based on selected text).
- **Review the content in a node** You can review the coded content as plain text and set options that allow you to see the context of the coding references—for example, see the paragraph surrounding the coded content to help you understand the context.
- **Display coding stripes** You can display coding stripes in sources and nodes to see how the content has been coded.
- **Create annotations** You can record your ideas and mark content for followup in documents, PDFs, memos and externals.
- **Work with classifications and attributes** You can use node classifications to record demographic details about the people, places or other 'cases' in your project. You can use source classifications to record information about the sources in your project.

- **Work with sets** You can create sets and add items to them. You can use these sets as the scope for your Text Search or Coding queries.
- **Run Coding queries** You can explore your coding using a Coding query. Coding queries can help you to test ideas, explore patterns and see the connections between the themes, topics, people and places in your project.
- **Run Text Search queries** You can find words and phrases and automatically code content using Text Search queries and visualize the results in a word tree.
- **Run Word Frequency queries** You can find the most frequently occurring words in your sources and visualize the results in a word cloud.
- **Run Matrix Coding queries** You can cross-tabulate coding intersections—this can help you to make comparisons and see patterns.

Refer to the comparison table on the [QSR Website](#) for more detailed information.

## How to use this guide

This guide will help you to get up and running. It provides step-by-step procedures for fundamental tasks, and suggests ideas and techniques to help you move forward with your project.



ideas

Hints, tips and techniques are displayed in these panels.

If you want to share your own tips and techniques—join us on the QSR Forum.

## NVivo and qualitative research

Many qualitative researchers are interested in evaluating, interpreting and explaining social phenomena. They analyze unstructured or semi-structured data like interviews, field notes and journal articles—and they work in a range of sectors; from social science and education to healthcare and business.

## What methodologies does NVivo support?

Researchers usually adopt a qualitative methodology to suit their research question. For example, a social scientist wanting to develop new concepts or hypotheses may take a 'grounded theory' approach. A health researcher looking for ways to improve policy or program design might use 'evaluation methods'. NVivo doesn't favour a particular methodology—it's designed to facilitate common qualitative techniques for organizing, analyzing and sharing data—no matter what method you use.

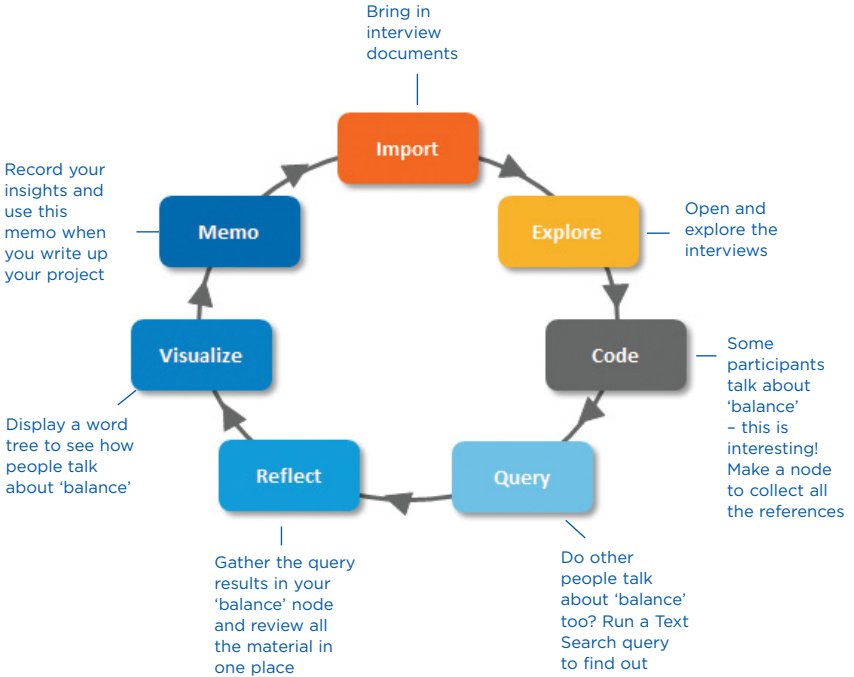
## NVivo key terms

As you work through this guide you'll be introduced to a number of key concepts but here are some basic terms to get you started:

- **Sources** are your research materials including documents, PDFs, datasets, audio, video and memos.
- **Coding** is the process of gathering material by topic, theme or case. For example, selecting a paragraph about water quality and coding it at the node 'water quality'.
- **Nodes** are containers for your coding—they let you gather related material in one place so that you can look for emerging patterns and ideas.
- **Source classifications** let you record information about your sources—for example, bibliographical data.
- **Node classifications** allow you to record information about people, places or other cases—for example, demographic data about people.

## How do I approach my research project?

There is no agreed 'industry standard' or prescribed process for approaching a qualitative project but there are some recognized strategies and steps you can take—you'll find some suggestions as you work through this guide. It can help to understand that qualitative research is an iterative process—for example, this picture shows a path you might take when exploring a particular theme:



## Explore the sample project

If you prefer 'hands on' learning, feel free to explore and work with the NVivo sample project—Environmental Change Down East. This is a 'real-world' project that illustrates the main features of the product. Looking at how the sample project is organized may give you ideas about approaching your own project. You can also use the sample data to experiment with queries and other analysis tools.



## Install and activate NVivo for Mac

Before installing, make sure that your computer meets the hardware and software requirements:

### Minimum requirements

NVivo supports the following minimum requirements:

- Mac computer with an Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor
- Mac OS X 10.7.5 (Lion) and above
- 2GB of RAM (as defined by the Mac OS X Lion minimum requirements)
- 1280 x 800 screen resolution
- 2GB of available disk space

### Recommended requirements

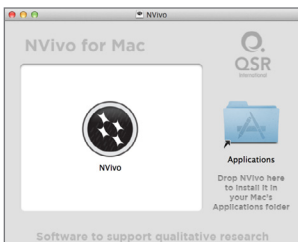
The following system requirements are recommended for optimum performance:

- Mac computer with an Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor
- Mac OS X 10.7.5 (Lion) and above
- 4GB of RAM
- 1280 x 800 screen resolution
- 4GB of available disk space
- Internet connection
- Google Chrome 21 or later (required for NCapture—a browser extension that allows you to gather material from the web)

## Install NVivo

To install NVivo:

1. Locate and double-click the NVivo dmg file that you downloaded. If you have the NVivo 10 USB flash drive, the NVivo for Mac dmg file is in the root folder.
2. Drag the NVivo icon into your Applications folder.



If you already have a previous version of NVivo for Mac installed, make sure the application is closed before you install this version. Choose Replace, if you are asked whether you want to replace the older version of NVivo.

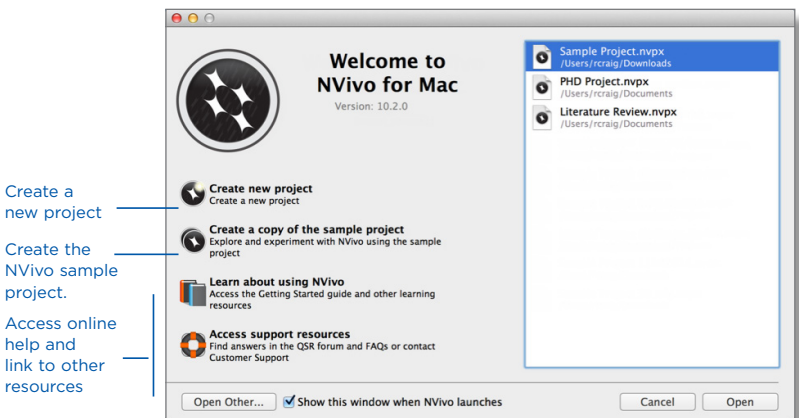
## Start NVivo and activate the software

When you first start NVivo you are prompted to activate your software. Activation is a simple and secure process that ensures only valid licenses are used to operate the software.

If you are using a trial version of the software, you do not need to enter a license key, but you must activate the trial before you can use NVivo.

To start NVivo and activate your license:

1. Click the NVivo icon in the dock or double-click the NVivo icon in the **Applications** folder in the Finder.
2. Accept the license agreement, if prompted.
3. When prompted, enter your license key (or click **30 day trial**), and then click **Next**. You can find the license key on the NVivo for Mac packaging or if you downloaded the software you can find the key in the email communication from QSR. To ensure accuracy, we recommend you copy and paste the license key from the email.
4. In the **License Activation** dialog, enter your details and click **Activate**—if you are connected to the Internet, you can activate immediately.
5. In the **NVivo - User Profile** dialog, enter the initials you want to use to identify your work in NVivo projects. This is especially useful if you are working with other team members on the same project.
6. Click **Continue**. The **Welcome to NVivo for Mac** window is displayed:



## Create a new project

You can create a new project (saved as a .nvp file) on your computer.

1. On the **Welcome to NVivo for Mac** window, click **Create new project** or choose **File > New Project**.
2. In the **Save As** field, type a name for this project (you can change the title and add a description if you want to).
3. Click **Create**.

## Open a project

To open a project saved on your computer:

1. Choose **File > Open**. To open a recent project choose **File > Open > Recent**.
2. Select the .nvp project file you want to open, and then click **Open**.

**Note:** NVivo is also available as a Windows application. If you want to convert an NVivo for Windows project (.nvp), so that you can work with it in the NVivo for Mac format (.nvp), you can use the copy project feature in NVivo 10 for Windows (Service Pack 5 or later) and save the project to the NVivo for Mac format.

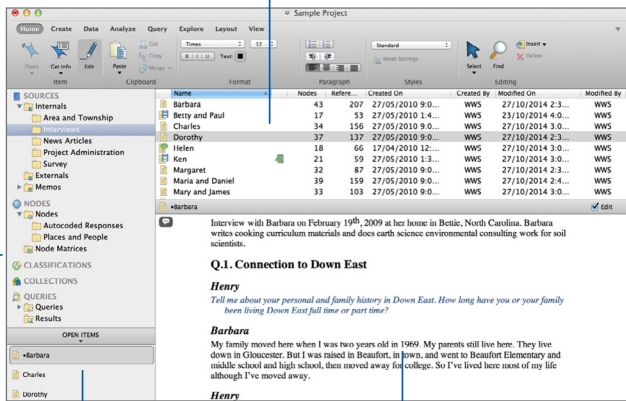
## The NVivo work area

The NVivo work area provides easy access to all your project material.

See the contents of a folder in List View

Most NVivo commands are available on the menu or the ribbon

Navigation View lets you organize your material into folders

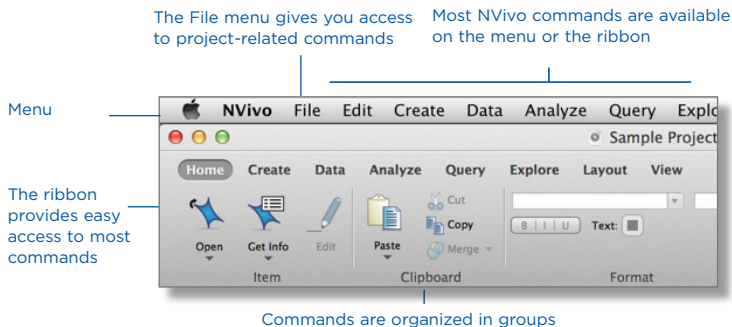


Move between currently open items

Work with your sources, nodes or other project items in Detail View

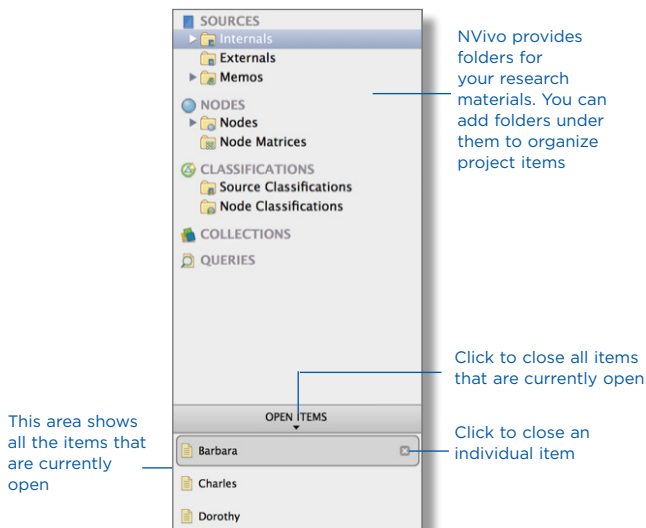
## Work with the ribbon or the menus

You can work with NVivo using the menu commands or the ribbon. On the ribbon, commands are organized into logical groups, collected together under tabs. Each tab relates to a type of activity, such as creating new project items or analyzing your source materials.



## Navigation View

Navigation View helps you to organize and easily access all of the items in NVivo:



## List View

When you select a folder in Navigation View, its contents are displayed in List View. In this view, you can add new items, open existing items and edit item properties. This List View displays the contents of a folder:

Double-click an item to open it

Drag boundary to resize columns

Sort the list by clicking on column headings

Name	Nodes	References	Created On	Created By	Modified On
Thomas	29	119	27/05/2010 9:03 PM	WWS	26/08/2010 2:21 PM
Richard and Patricia	28	85	27/05/2010 9:03 PM	WWS	26/08/2010 2:21 PM
Mary and James	31	88	27/05/2010 9:03 PM	WWS	26/08/2010 2:20 PM
Maria and Daniel	36	140	27/05/2010 9:03 PM	WWS	26/08/2010 2:20 PM
Margaret	29	74	27/05/2010 9:03 PM	WWS	26/08/2010 2:19 PM
Dorothy	34	123	27/05/2010 9:03 PM	WWS	26/08/2010 2:18 PM
Charles	31	133	27/05/2010 9:03 PM	WWS	26/08/2010 2:18 PM
William	36	93	27/05/2010 9:03 PM	WWS	22/07/2010 11:50 PM
Robert	28	86	27/05/2010 9:03 PM	WWS	22/07/2010 11:50 PM

## Detail View

When you open an item from List View it is displayed in Detail View. This is an example of an interview opened in Detail View:

Barbara
Edit

**Q2. Connection to Down East natural environment**

**Henry**  
*What do you value about the environment Down East?*

**Barbara**  
How close the people are to the cycles of the – to the environment, people intimate with the environment which I appreciate, the knowledge of the water and the weather.

I enjoy the weather. It's so nice and mild. And I like hot summers. I like hot, humid summer on the water. I think it's a beautiful environment and beautiful landscape. It's not dramatic. I also love the Utah deserts and California. But I like this subtle, sublime sort of beauty here – the environment here.

I particularly enjoy being out on the water Down East. And my – he's not really my uncle, but a friend who I call an uncle – I just help him set his flounder nets and things like that. He does fishing, commercial fishing, but actually he's not commercial, just for his own freezer. And he knows everything about the water and just living off of the land – the seafood here.

**Q3. Professional perspective on Down East**

**Henry**  
*So how did you end up doing the work that you do? I'm particularly interested in – since this is an interview focused on sort of environmental issues, the work that you do in relationship to*

SOURCES > Internals > Interviews > Barbara

Click Edit to make changes



## Survey results and other datasets

A dataset contains structured data arranged in records (rows) and fields (columns)—for example, a dataset could contain the responses to a survey.

You can create a new dataset source in NVivo by importing data from a spreadsheet file.

You cannot edit the contents of a dataset once it is imported. Before importing spreadsheets, you should prepare your data and consider how you want to use it in NVivo—refer to the NVivo Help for detailed instructions.

Select content  
and code it at a  
node

Select a 'codable'  
column and gather the  
contents in a node

Show  
or hide  
columns

Survey Responses large					
ID	Respondent	ReturnDate	The natural environment Down East is	The water quality Down East is	Commercial fishing Down East is
18	DE018	2006/12/08	not like it used to be without the support of local people in respect to fishing and supporting waterfowl	sufficient to support our people if the Feds would let us	lacking support. We need support like the farmers get!
19	DE019	2004/12/07	going to be destroyed if something is not done	very important	fading away
20	DE020	2004/12/11	the best example of waterfront on the ocean and sound on the East coast	good now, but could get poor very fast if not watched carefully	decreasing and in decline
21	DE021	2004/12/09	still in good shape	good	on the decline
22	DE022	2004/12/14	changing.	growing worse.	deteriorating

Navigate through  
the pages of  
records

## Audio and video

You can import audio and video files that have been created in a variety of ways—for example, audio or video files that were recorded on your smart phone or files exported from QuickTime on your Mac. You can also import a transcript or transcribe in NVivo. You can open audio or video sources and work with them in Detail View:

Use these controls to interact with the media, for example, play, pause, skip around or adjust the speed.

Use these controls to interact with the transcript, for example, add or delete rows or play the media for a selected transcript entry.

The screenshot displays the NVivo software interface. At the top, there is a video player window titled 'Betty and Paul' showing two men in a video call. Below the video player are playback controls including a play button, a speed slider, and a 'Synchronize' checkbox. To the right of the video player is a 'Coding Density' visualization showing a blue waveform and a red box highlighting a segment on the timeline. Below the video player is a transcript window with columns for 'Start Time', 'End Time', 'Transcript', and 'Speaker'. The transcript text reads: 'the environment here, or don't like about the environment here? I have kind of mixed feelings about that in terms of... One thing we see right here, we have lots of foxes trying to live in the little bit of woods we have left, and you see them on the road all the time where they've been killed. I wish we had areas that that wildlife could still grow and not be in danger of being killed on the highway. On the other side, I really wish we had places for the young folks to be able to at least for a short time, or until they could get on their feet to be able to afford their own homes, place for them to be able to live. There's not a whole lot of that down here -- affordable anyway. You buy a piece of land, and you've'. To the right of the transcript is a vertical coding density visualization with colored bars for 'Coding Density', 'Habitat', 'Negative', and 'Landscape'. At the bottom, there is a 'SOURCES' panel showing 'Internals' and 'Interviews'.

Code directly on the timeline

Drag to resize the area for coding stripes

Select content and code it at a node

## Literature reviews in NVivo—keeping everything in one place

ideas

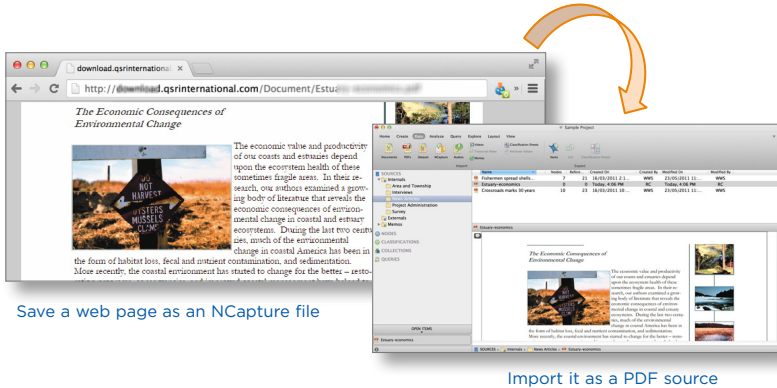
Using NVivo for your literature review can be a great way to learn the software and get started with a project. You can bring in your journal articles and:

- Organize them in a source folder called 'Literature'.
- Code each article to gather material by theme—you might also want to make nodes for 'statistics', 'good quotes' and 'definitions'.
- Use memos to describe the key themes and critique the articles.
- Use source classifications to assign bibliographical attributes like publication date and author (although this release does not allow you to import data from reference management tools you can still record bibliographical details in NVivo).
- Use a Text Search query to find relevant terms and explore the context in a word tree.
- Use a Word Frequency query to see what common terms are being used.



## Web pages

NCapture is a browser extension that lets you clip web pages and import them as PDF sources into your NVivo project.



For Information about importing web pages, refer to the NVivo for Mac Help.

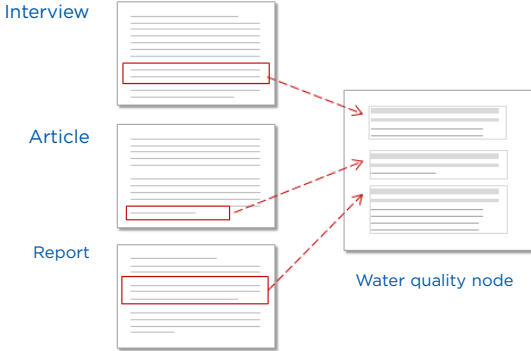
## Create externals for the things you can't import

Externals are 'proxies' for the material you cannot import into NVivo such as books, or physical artifacts. You can create an external source (that looks like a document) and summarize the content of the item—for example, you might enter key points from a PowerPoint presentation or summarize the chapters in a book.

You can then code this content. If the external represents a file on your computer, you can create a link to the file and easily open it from within NVivo.

## Coding and making nodes

You can 'code' your sources to gather material about particular themes and topics—for example, you could create the node *water quality* and as you explore your sources you could code all references to *water quality* at the node:



### Approaches to coding

ideas

The way you approach coding depends on your methodology and research design but here are some ideas to get started:

- Start with 'broad-brush' coding to organize the material into broad topic areas (you can use Text Search queries to help with this)—then explore the node for each topic and do more detailed coding. For example, gather all the content about *water quality* and then explore the node looking for interesting perceptions, contradictions or assumptions.
- Or, you could get straight into detailed coding (making nodes as you need them) and then, later on, combine and group your nodes into related categories.
- As you reflect on a piece of content, think about these different types of coding:
  - Topic coding—What is the topic being discussed? For example, *water quality*, *real estate development*, *tourism* and so on.
  - Descriptive or 'case' coding—Who is speaking? What place, organization or other entity is being observed.
  - Analytical coding—What is this content really about? Why is it interesting? Consider the meaning in context and express new ideas about the data. For example, *ideals vs reality*, *tension between developers and residents*.

## Add nodes before you start coding

If you already know what themes you are looking for (based on your literature review, for example)—you can create and organize the nodes before you start coding:

1. In the **Navigation View**, show **Nodes**.
2. On the **Create** tab, in the **Nodes** group, click **Node**.
3. Enter a name and description.
4. Click **Done** and the new node is added to List View.
5. You can add 'child' nodes (sub-nodes) under the new node and create a node hierarchy:

Click the disclosure triangle to expand the hierarchy

If the parent node has 'aggregation' turned on. Any content coded at the child nodes is rolled-up into the parent node

Name	Sources	References
▼ Economy	19	132
● Agriculture	5	13
▶ Fishing or aquaculture	16	61
● Jobs and cost of living	13	50
● Tourism	4	7

As you code at the node, you can see the number of sources and references increase

## Code at existing nodes

As you explore your sources, you can code at the nodes you have created:

1. Display your nodes in List View and open a source in Detail View. You may find it easier to code if you display Detail View on the right.
2. Select the content that you want to code. The content you can select depends on the type of source you are working with. Refer to the NVivo Help for information about coding in different source types.
3. Drag the selected content to the node.

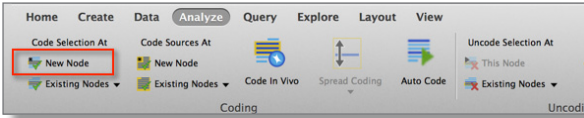
You can also code by:

- Clicking options on the ribbon—on the **Analyze** tab, in the **Coding** group, under **Code Selection At**, click **Existing Nodes**.
- Using the shortcut menu—select the content, then hold down the Control key and click (you can also use your mouse or trackpad based on the preferences you can have set for secondary clicks).
- Using keyboard shortcuts—refer to the NVivo Help for more information about NVivo keyboard shortcuts.

## Create nodes as you code

As you explore your sources you can create and 'code at' new nodes:

1. Open a source in Detail View.
2. Select the content that you want to code. The content you can select depends on the type of source you are working with. Refer to the NVivo Help for information about coding in different source types.
3. On the **Analyze** tab, in the **Coding** group, under **Code Selection At**, click **New Node**.



4. Enter a name—you can also enter a description or change the location for the new node.
5. Click **Done**.

When you create a new node it is added to the selected location in the node hierarchy.

## Make a node from a selected word (In Vivo code)

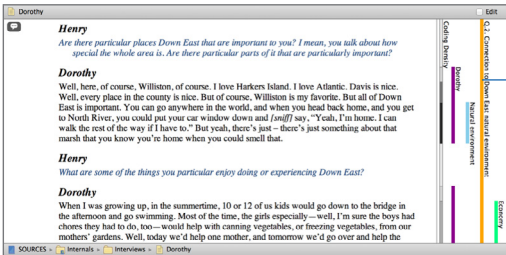
You can also use 'in vivo' coding to create and code at new nodes—the selected word or phrase is used to name the node and is (at the same time) coded at the node. This is useful if you want your nodes to reflect the language of the people you have interviewed.

1. Select the text content you want to code.
2. On the **Analyze** tab, in the **Coding** group, click **Code In Vivo**.

## See what you have coded

To see what has been coded in a document you can:

- Turn on coding highlight—on the **View** tab in the **Coding** group, click **Highlight**, and then select a highlight option.
- Turn on coding stripes—on the **View** tab in the **Coding** group, click **Coding Stripes**, and then select an option. Coding stripes are displayed on the right of the source:



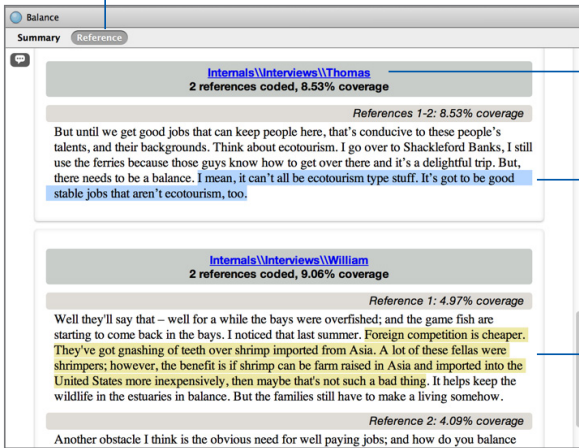
You can right-click on a stripe to open a node, uncode or highlight coding

## Open a node to explore the references

You can open a node to see related references gathered in one place:

1. In Navigation View, click **Nodes**.
2. In List View, open the node you want to explore. The node is opened in Detail View:

The Reference pane shows all the text content coded at the node



You can see what sources were coded and click on the link to open a source

Select content and 'code on' to new nodes

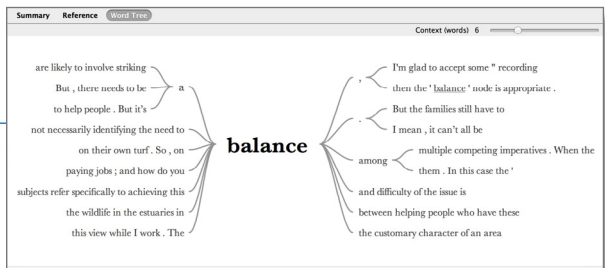
Turn-on coding highlight to see where this node overlaps with others

## Quick code with Text Search queries

You can use NVivo queries to automatically code your sources based on the words or phrases they contain. This can be a useful starting point for reviewing your data. For example, you could run a Text Search query on the word *fish* and automatically code all occurrences.

To create a Text Search query—on the **Query** tab, in the **Create** group, click **Text Search**. Enter the word or phrase you want to search for and click **Run Query**—refer to the NVivo Help for detailed instructions.

You can visualize the results of a Text Search query in a Word Tree. This is a useful way to see how words are being used



## Quick coding datasets based on structure

Datasets can be quickly coded based on their structure—for example, you can auto code a survey dataset to gather all the answers to each question.

ID	Respondent	ReturnDate	The natural environment Down East is	The water quality Down East
9	DE009	15/12/2004	needed to keep the natural look of the area.	getting worse as time goes on with no control on development.
10	DE010	11/12/2004	worth preserving	not good - believe run off from [?] and farms have damaged the quality
11	DE011	03/12/2004	as good as when I was a kid	pristine
12	DE012	15/12/2004	fragile	deteriorating
13	DE013	09/12/2004	in need of good stewards	good
14	DE014	18/12/2004	threatened	very good until further development without

- Autocoded Survey Data
- Commercial fishing Down East is
  - The natural environment Down East is
  - The types of development I would like to see
  - The types of development I would not like to see
  - The water quality Down East is

## Coding tips

- Remember that you can (and should) code content at multiple nodes. For example, you could code Barbara's comment at all of the nodes shown in List View.

The screenshot shows a coding interface. On the left, under the 'Name' column, there are four nodes: 'development', 'negative attitudes', 'sea level', and 'water quality'. On the right, an interview transcript for 'Barbara' is displayed. The transcript text is: 'Well it's a major one. Water quality in general and- I don't know all of the issues related to larger scale development, but yeah I think that a lot of the easy land that can be approved easily has already been developed. It's very low. And sea level rises. And so I think that that problem is only gonna get worse.'

- If you code all your interviews like this, then you can use queries to gather your material in different combinations. For example, show me:
  - All the content coded at *water quality and development*
  - Negative attitudes about *water quality*
- If you find an interesting phrase or theme in one interview, you can use a Text Search query to see if it appears in the other interviews—and save the results as a node.
- After exploring and coding a source, take some time to reflect on what you have discovered and record your thoughts in a memo.
- You may not need to exhaustively code all your material. For example, if after working through twelve interviews you are not finding any new themes or ideas—you may have reached 'saturation'. You could use Text Search queries to do some broad-brush coding in subsequent interviews.

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## Memos and annotations

Memos are an integral part of the research process—and can be a great starting point when you come to writing-up your project. Memos are like documents and they can be linked to sources or nodes.

### Creating a linked memo

To create a memo that is linked to a source or node:

1. Select the source or node in List View or open it in Detail View.
2. On the **Analyze** tab, in the **Links** group, click **Memo Link**, and then click **Link to New Memo**.
3. Enter a name for the memo.
4. (Optional) Enter a description of the memo.
5. Click **Done** and then enter your memo text.

### Adding an annotation to selected content

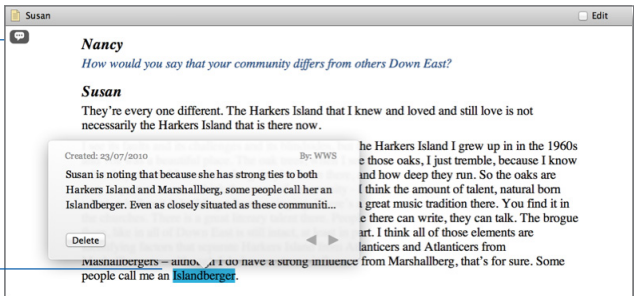
Annotations are like scribbled notes in the margin—they let you record comments, reminders or observations about specific content in a document, PDF, memo or external.

To create an annotation:

1. Select the content you want to annotate.
2. On the **Analyze** tab, in the **Annotations** group, click **New Annotation**.
3. In the popup, enter the annotation.

Click here to view a list of all annotations in your source.

The annotated content is shaded with color. Hover to see the annotation in a popup.



All the annotations in your project are displayed the Annotations folder in the Collections group.

## Memos—a crucial piece of the analytical puzzle

You can use memos to tell the story of your project—from your early ideas and assumptions to fully-fledged insights about a topic, person, or event. Use them to ‘talk to yourself’ as you make sense of your data.

Tracking your analytical process with memos can help you to increase the transparency and reliability of your findings. With your process recorded in memos, you can easily demonstrate the evolution of a theory or quickly call up data that supports client questions.

Memos are quite ‘free form’ in NVivo and our innovative users (from the LinkedIn NVivo Users Group) have come up with some great uses for them:

- **Project memo**—record your goals, assumptions and key decisions. Like a journal, update it regularly and include links to the significant theme nodes and sources.
- **Interview or participant memo**—summarize the key points of an interview. Make note of contradictions, surprises or early hunches. Include ideas about the nodes you might make and include descriptive information about the interview setting.
- **Node memo**—explain why you think a theme is significant (especially useful in team projects). Add to the memo as your thinking evolves and include links to the related literature. By writing as you go, you won’t face the pressure of staring at a blank document when it comes to writing up your project.
- **Query results memo**—what do these query results tell me? Make a memo to organize your ideas and to plan future steps.
- **Analytical and procedural memos**—record your findings in analytical memos and use procedural memos to document the methodological steps you take.
- **NVivo memo**—record what works best in the software, including any tips or shortcuts you want to remember. Include links to NVivo-related support materials that you’ve found on the web.



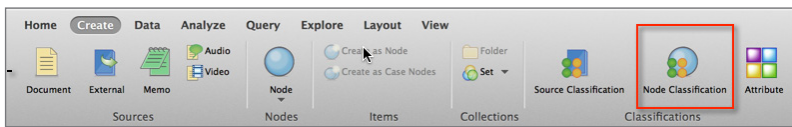
## Work with demographic data

You can use 'node classifications' to capture the demographic details of the people, places or other cases in your project. For example, if you have interviewed people in a particular community, you may want to collect information about their age, gender and occupation—and compare their responses based on these attributes.

### Add node classifications to your project

Before you can classify nodes, you need to add at least one node classification to your project:

1. On the **Create** tab, in the **Classifications** group, click **Node Classification**.



2. Enter a name for the classification (for example, Person)—you can also enter a description.
3. Click **Done**.
4. To add attributes (for example, *age* or *gender*), select the classification and, on the **Create** tab in the **Classifications** group, click **Attribute**.

### Classify a node

When you have created the classifications you need, you can classify your nodes:

1. In List View, select the node you want to classify.
2. On the **Home** tab, in the **Item** group, click **Get Info**.
3. If you cannot see the classification and attribute values, click the disclosure triangle to show them.
4. For each attribute, you can select an existing value or enter a new one.
5. Click **Done**.

## Work with classification sheets

Classification sheets provide an overview of the items in a particular classification. For example, if you have created nodes for interview respondents and classified them as *Person*, you can double-click on the classification to quickly see the spread of your respondents:

Apply filters to see a subset of your data

Click in a cell to update attribute values

Name	Township	Community	Generations Do...	Gender
Barbara	Straits	Bettie	2	Female
Betty	Straits	Straits	3 or more	Female
Charles	Atlantic	Atlantic	1	Male
Daniel	Davis	Davis	2	Male
Dorothy	Smyrna	Williston	3 or more	Female
Helen	Straits	Otway	3 or more	Female
James	Marshallberg	Marshallberg	2	Male
Ken	Cedar Island	Cedar Island	3 or more	Male
Margaret	Davis	Davis	3 or more	Female

You can import classification data from a text file. You can also export the data to use in other applications like SPSS. Refer to the NVivo Help for more information about importing and exporting classification data.

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## Exploring people, places and other cases

NVivo provides tools for exploring the cases in your project, for example you could:

- Use a coding query to gather content based on demographic attributes.
- Use a matrix coding query to compare respondent comments based on demographic attributes.

Views on local economy by gender

	A : Person:Gender = Female	B : Person:Gender = Male
1 : Agriculture	10	3
2 : Fishing or aquaculture	23	24
3 : Jobs and cost of living	21	25
4 : Tourism	2	5

- Make a memo to record your thoughts and insights about the case.



## Use queries to explore your coding

You can review and explore your coding using:

- **Coding query:** gather all the coding at any combination of nodes—for example, gather and explore all content coded at *water quality* and *tourism*.
- **Matrix Coding query:** creates a matrix of nodes based on search criteria. For example, show me participant attitudes towards *agriculture*, *fishing* or *tourism*.

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### Making the most of queries

- Start running queries early on in the coding process—they can help you focus on the questions you want to ask (and prompt you to code accordingly). For example, if you want to ask “*How does real estate development impact water quality*”—make sure you code at the node for *water quality* and code at the node *real estate development*.
- Use coding queries to build-up and test ideas. For example, you have a hunch that people’s perception of water quality is closely tied to the pace of development. Create a Coding query to gather all material coded at *water quality* and coded at ‘development’.
- Use matrix coding queries to cross-tabulate coding. For example, compare participant attitudes towards their local environment.

Attitudes towards environment			
	A : Positive	B : Mixed	C : Negative
1 : Environmental change	2	2	9
2 : Environmental impacts	0	0	2
3 : Habitat	0	1	3
4 : Landscape	8	0	0
5 : Water quality	2	0	3

- Make a memo to record what you learn from a query—this can prompt you to ask further questions and facilitate deeper analysis. Link the memo to the query results..

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